**SPIRE NURSERY AND INFANT SCHOOL**

**Person Specification**

**School Business Manager**

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|  | **Essential**  | **Desirable**  |
| **Qualification and Training**  | * Certificate in School Business Management
* GCSE Grade A-C in English and Mathematics or equivalent
* IT skills – use of Microsoft word and Windows applications
 | * Diploma in School Business Management
* Willingness to undertake further training
* To hold a basic 1 day First Aid Certificate
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| **Experience**  | * Successful leadership and management experience in a school.
* Management of the process of recruitment and human resources and of financial management in a school.
* Line management and managing change.
 | * Experience of school based systems - SAP finance, Integris or equivalent
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| **Knowledge and Skills** | * A clear and effective communicator, including being a listener and a learner.
* Ability to write accurate, coherent and professional reports for a range of audiences including SLT and governors.
* Full working knowledge of relevant policies/codes of practice/legislation.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Excellent knowledge of Excel spreadsheets, Word, MIS and finance systems.
* Knowledge of the importance of maintaining confidentiality at all times.
* Knowledge of General Data Protection Regulation (GDPR)
 | * Experience of previous Data Protection Officer responsibilities
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| **Personal qualities** **(All essential)** | * Commitment to promoting the ethos and values of the school.
* Commitment to unwavering professionalism, acting with integrity, honesty, loyalty, kindness and fairness.
* Ability to work under pressure and prioritise effectively.
* Ability to build and maintain positive working relationships across the school community.
* Commitment to maintaining confidentiality
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| **Other** **(All essential)** | * A commitment to safeguarding children and an awareness and understanding of child protection issues.
* Understanding and engaging with Keeping Children Safe in Education principles and guidance.
* An awareness, understanding and commitment to equal opportunities.
* A commitment to involving parents, governors and the community in the work of the school.
* Constructive handling of problems.
* Willingness to undertake professional development
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